University of Leeds

Request for Motor Insurance for Hired Vehicles

Vehicles hired in the name of the University of Leeds must be notified to the Insurance Office in advance of the hire period. Please provide the following information:-

|  |  |
| --- | --- |
| Faculty/School |  |
| Vehicle Type ie car/van/minibus |  |
| Dates of Hire | From: To: |
| Name of Driver |  |

NOTE:

1. Driving is restricted to persons aged 21 or over with a valid licence
2. Any person driving on behalf of the University must obtain permission from their Manager/Supervisor.
3. Accidents must be notified to the Insurance Office immediately.
4. **An excess of £1,000 applies to claims for accidental damage to the hired vehicle, payable by the department**

Please return form to Insurance Office, Room 11.75 E C Stoner Building or email to : [insurance@leeds.ac.uk](mailto:insurance@leeds.ac.uk)